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1 April 1953

STAT MEMORANDUM FOR: Chief, General Services Office
ATTENTION :

STAT THROUGH : Chief, Physical Security Branch, I&SO
ATTENTION :

FROM : Chief, Logistics Office

SUBJECT : Briefing Room, Logistics Office - Restricted Area, Quarters Eye Building, Rooms 1C-45, 1C-47 and 1C-49

1. A Logistics Presentation Room is being developed under the jurisdiction and control of the Coordination and Requirements Staff, Logistics Office, for the use of the Chief, Logistics Office, his staff, and members of other Agency elements. It is planned that this facility will be used for conferences or meetings concerning logistical support of highly sensitive Agency plans and projects; special briefings of Agency officials showing general or specialized phases of the mission of the Logistics Office; logistical training for orientation and instruction purposes for Logistics Office and other Agency personnel; and demonstrations or exhibits of new products.

2. The facilities of the proposed Logistics Presentation Room will provide highly valuable aids to staff planning and policy formation, to the training of personnel, and in the Logistics Office's external relations. Classified and unclassified material relevant to each meeting, conference, briefing, etc. will be used in the presentations. These presentations may be verbal, graphic or pictorial, using media such as illustrated lectures, charts, diagrams, publications, pamphlets, models, exhibits, radio programs, motion pictures, conferences, meetings, etc., or any combination or permutation of these media.

3. The attached drawing indicates the proposed location of the Logistics Presentation Room (shaded blue). On 19 March 1953, this area was inspected by representatives from the Office of General Services and the Logistics Office, as well as representatives from the Public Building Service, G. S. A. A tentative agreement was reached to utilize Room 1C-47, 13' x 24'10" as altered, for the presentation facility, and an area 10'1" x 14'6" (shaded red) for the adjacent guard locker room.

4. Inasmuch as most of the material to be used in the presentations will be classified "Secret", and will also be permanently stored in the room, security requires that the room be made into a "Restricted Area". A preliminary security inspection of the area was made by a representative of the Physical Security Branch, Inspection and Security Office, on 23 March 1953, and as a result of this inspection, it was recommended that the following alterations be made, in order to secure this area:

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- a. Provide expanded metal covered with sound-proofing or acoustical material on inner four walls;
- b. Provide sound-proofing or acoustical material on ceiling;
- c. Install door backed with expanded metal and masonite; and equip this door with combination MP-type lock;
- d. Provide an inspection opening approximately five feet from the floor;
- e. Install light switch on corridor wall, adjacent to inspection opening; and
- f. Provide grille for south window.

5. It is further desired that provisions for the following be taken into consideration when the alterations are made:

- a. An air-conditioning system to accommodate up to thirty persons in the room (three or five ton unit);
- b. Curtains with zippered panels to cover classified material. (During demonstrations or exhibits of new products this will permit admittance into the room of individuals without full security clearance);
- c. Moving two ceiling supports from floor area to wall corridor (distance 4'10");
- d. Adequate ceiling fixtures and canopy lights on walls, as well as electrical outlets for full utilization of room;
- e. Metal surfacing the side walls so that magnets may be used;
- f. Covering two windows in order to eliminate any security hazard and to provide necessary wall space;
- g. Installation of panels for presentation purposes; and
- h. Installation of one telephone line and one instrument in room.

STAT

JAMES A. GARRISON

1 Encl.:
drawing ment. above

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Security approved
4/8/53